

(COMMAND LETTERHEAD)

6100
Ser #
Date

From: Commanding Officer, (Name of Command)
To: Navy Physical Readiness Program Office (N171A)

Subj: CFL DESIGNATION/TRANSFER LETTER

Ref: (a) OPNAVINST 6110.1 (series)

Encl: (1) Completion of CFL Certification Course

1. Rate/Rank Name has successfully completed the Command Fitness Leader certification course and is designated as my CFL. In accordance with reference (a), enclosure (1) and the information below are provided to gain CFL PRIMS access for my command(s):

COMMAND INFORMATION

- **COMMAND NAME:**
- **UIC:**
- **ADDRESS:**
- **PHONE NUMBERS (Commercial and DSN):**

CFL INFORMATION:

- **DOD ID#:**
- **NAME:**
- **RANK/RATE:**
- **PRD:**
- **E-MAIL ADDRESS:**
- **PHONE NUMBERS (Commercial and DSN):**
- **UICs RESPONSIBLE FOR:**

2. Please transfer CFL PRIMS access from (former CFL Rate/Rank Name DoD #), who has current CFL access in PRIMS.

3. If you have any questions, my POC is (Rate/Rank Name, email, phone number).

COMMANDING OFFICER

(CANNOT BE SIGNED BY DIRECTION)